

**Umatilla County Statewide Transportation Improvement Fund
Formula Funds System Sustainability Policy**

1. Purpose

The purpose of the Umatilla County Statewide Transportation Improvement Fund (STIF) Formula Funds System Sustainability Policy is to establish an investment fund to provide financial security in the event of an economic downturn and to further leverage capital and operating funds. The policy establishes the guidelines to address the use of the funds requests from public transit providers.

2. Background: Oregon Statewide Transportation Improvement Fund was established by Section 122 of House Bill 2017 Transportation Package Funding, with the sole purpose of improving or expanding public transportation service in Oregon.

- a. Authorization: STIF funding source is recorded under ORS Section 732 Chapter 042. Oregon Department of Transportation – Rail and Public Transit Division (ODOT-RPTD) understands and accepts projects related to System Sustainability, and recognizes the downfall of having a funding source tied directly to a payroll tax. To sustain approved and existing public transportation projects, including capital to support operations, Umatilla County may submit a System Sustainability Project to provide STIF funds during economic downturns or other emergency events.

3. Umatilla County STIF Formula Fund establishment:

- a. Origin of funds: Umatilla County's formula allocation of Statewide Transportation Improvement Fund (STIF).
- b. Funding mechanism: Umatilla County's STIF Plan will allocate at least 10% of its STIF Formula allocation to the Umatilla County STIF Formula Fund Reserve. If the fund has attained 200% of its Base Amount then Umatilla County STIF Advisory Committee may opt to not include the 10% allocation in the County's subsequent STIF Plan.
- c. Base Amount: The Fund shall be considered fully funded when it has attained at least \$1 million dollars. The Advisory Committee will review the policy every four years. Changes will be recommended to the County Commissioners for approval.

4. Use of the Umatilla County STIF Formula System Sustainability Fund

- a. Use of Funds because of Emergency:
 - i. In the event that a quarterly disbursement mid-biennium of STIF Formal Fund period is below the State's allocation estimates significant enough to negatively affect ongoing, approved projects, then providers of those projects may request use of the Umatilla County STIF Formula System Sustainability Fund to cover those shortfalls. Subsequent quarters experiencing shortfalls will repeat the process.
 1. Only portions of the project funded by STIF Formula may be eligible.
 2. Written requests must be submitted to the STIF Advisory Committee for review, prioritization and recommendations to the County Commissioners for award.
 - ii. In the event of a declared natural or man-made disaster, transit providers, in coordination with regional Emergency Management, may request use of funds to provide aid as able. All expenditures must be recorded for potential reimbursement from FEMA or other federal agencies.
- b. Non-emergency use of funds: In the event that the Umatilla County STIF Formula System Sustainability Funds exceeds its Base Amount and is deemed to be fully funded, the STIF Advisory Committee may make those surplus funds available for projects through a competitive application process.

- i. Procedures: Umatilla County STIF Advisory Committee may consider and vote at an advertised public meeting to make such funds available (see ORS 192.640).
- ii. It shall be a competitive process, with applications made available and widely advertised. Applications are due minimum 30 days after the Umatilla County's announcement of available funds.
- iii. Funds may not fund more than 20% based on the match requirements.
- iv. Applications must include at a minimum:
 1. Project title, description, and how the project meets the purposes of the Statewide Transportation Improvement Fund.
 2. Project Schedule.
 3. Project amount.
 4. Amount Requested. Amount requested may not exceed 10% of the Project Amount.
 5. Project Assurance:
 - a. A statement attesting to the applicant's ability to complete the project.
 - b. Are the funds requested critical to the completion/success of the project? How can the project still be successful without the funds?
- v. Completed applications will be reviewed during a public meeting of the Umatilla County STIF Advisory Committee. Prioritization and recommendation of allocation of funds will be forwarded to the County Commissioners for consideration and award.
- vi. Award:
 1. Awards will be based on reimbursement for qualified expenditures, with at least 10% of the award retained until the completion of the project.
 2. In the event that project is unable to be completed in the stated amount of time or utilization of the funds to help secure a grant, then those funds will be released back to Umatilla County. Upon written request, 90-day extensions may be granted by the STIF Advisory Committee. Only two 90-day extensions may be granted.

5. Reporting:

- a. Quarterly reports on the status of the Umatilla County STIF Formula System Sustainability Funds shall be made to the Umatilla County STIF Advisory Committee.
- b. The status of the Umatilla County STIF Formula System Sustainability Fund shall be included in the STIF Advisory Committee's biennial report.
- c. Umatilla County STIF Formula System Sustainability Fund status and use shall be reported as part of the Umatilla County's quarterly STIF report to the Oregon Department of Transportation.